

How to Change your Windows Logon Password from your work computer

1. While logged into your machine hit Ctrl +Alt + Delete all at once.
2. Chose change password.
3. Enter your old password in the appropriate box, enter new password, confirm password. The password **MUST BE**:

✓ 8 CHARACTERS LONG

AND

Meet 3 of the 4 following categories:

- ✓ Lower case letter
- ✓ Upper-case letter
- ✓ Numeric (1, 3, 5, 8)
- ✓ Symbol (@, \$, *, !)

4. If you have any questions please contact IT Department by emailing helpdesk@terrehaute.in.gov or call 812-244-2317.

NOTE: When your City password changes, you must update password on all mobile devices.